



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date November 22, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: DEC 14 1972 Application No.: 440 Date Completed: DEC 18 1972	
2. Agency Application No. 68		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - Dairy 19 Hunter St.S.W. Atlanta, Georgia 30334		4. Person to Contact Gene Dally	
				5. Working Title Asst. Div. Director	6. Tel. No. 656-3625
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1968 to date.		9. Exact Series Title Bacteria & DMC Laboratory Reports Files			
10. What is the function of the office in which this record series is created? The Dairy Section administers the Grade "A" Milk Law and the Butterfat Law providing for the permitting and inspection of Dairy Farms, licensing and inspection of Dairy Plants, and Ice Cream Plants. It receives application for the Bonding and Licensing of Milk Testers and Haulers. Issues permit for importing milk and milk products into the State; Requires milk processors and dealers outside the State to file process of Service Forms with the Secretary of State prior to doing business in Georgia; previews and approves or disapproves labels of all Dairy Products sold in Georgia; and samples all Dairy Products.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to Laboratory Reports of Bacteria in milk raw milk samples. Documents are: Raw Milk Sample Collection Report (Laboratory Report on Bacteria and DMC in Milk) - AG 72032093 Brucellosis Ring Test Charts -(ANH Form 4-39) <i>Dairy</i> Files are arranged alphabetically by Plant.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers		3	4.5		1 1.5
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
				AVERAGE DAILY REFERENCES	This Year's Last Year's Preceding Year's All Prior Years
					5 1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [x] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [x] Hold in the current files area _____ month(s)/ 2 year(s):
☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
☒ [x] Destroy.
☐ [] Transfer to State Archives for permanent retention.
☐ [] Destroy immediately after cut-off.
☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i>	Date 11-22-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	11-22-72
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	12-14-72
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	12-13-72
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	12-15-72

STATE RECORDS
COMMITTEE